

Public Health Specialist

Major Duties and Responsibilities

%of time

Technical Advisor Program Management

50%

The Incumbent serves as the CDC Country Representative/DGHT Program Director in Brazil, planning short and long-term program strategies, developing and implement programs, evaluating ongoing projects, deciding on, and supervise the delivery of technical assistance efforts, The incumbent provides expert guidance and leadership to CDC Brazil's technical teams and implementing partners in the development, updating, implementation, and oversight of the agency's PEPFAR framework for program performance in all areas and regions supported by CDC/Brazil, in accordance with PEPFAR goals and policies. The position requires well developed tact and diplomacy skills as the incumbent represents CDC/DGHT as the US Government HIV/TB team liaison at the U.S. Embassy and Brazil's Ministry of Health. Working with the highest levels of government officials in Brazil on policy issues, the incumbent coordinates all scientific activities, facilitates technical exchanges between CDC funded technical specialist, and provides leadership, direction, and support to the efforts of CDC/DGHT Brazil medical/scientific and administrative support staff. The incumbent is the overall responsible official for the formulation and administration of the annual CDC/DGHT Brazil operations budget. As a direct hire FSN, incumbent is vested with full authority to represent the USG and authorize financial commitments of CDC/DGHT Brazil office/programs. The incumbent serves as the principle manager, contact, and project officer for all CDC/DGHT Brazil cooperative agreements and contracts and is responsible for providing detailed and expert technical guidance to cooperative agreement recipients and contractors. In collaboration with local host country investigators, designs, initiates, coordinates and conducts prevention and treatment activities in medical institutions and other locations in Brazil. Designs and oversees implementation of monitoring and evaluation of new and ongoing HIV/TB prevention, care and/or treatment initiatives. Develops and delivers presentations covering the full scope of current and planned CDC/DGHT activities in Brazil. Incumbent shares technical expertise with public health officials, scientists, and administrators throughout Brazil. Incumbent plans, assigns, and evaluates work of subordinate staff and provides the full range of supervisory responsibilities to include employee selection, performance evaluation, workforce development, and discipline. Conceives, writes, and delivers scientific papers and other technical documents related to CDC/DGHT work.

The incumbent provides expert guidance to CDC leadership, technical team and implementing partners in the development, updating, implementation, and oversight of the agency's HIV prevention and testing portfolio in accordance with PEPFAR goals and policies. Working with the host country's Ministries of Health, CDC-funded partners, international organizations, NGOs, CDC headquarters technical counterparts, and other USG agencies to achieve results in the HIV prevention and testing portfolio, including but not limited to the scale up of active HIV case finding testing strategies (key population outreach, index testing, optimized provider initiated testing and counseling (PITC) and HIV self-testing), pre-exposure prophylaxis (PrEP), the use of rapid HIV recency assays for public health interventions, and the creation of a regional community of practice in HIV prevention through the ECHO model. Provides expert guidance to CDC-funded partners including regular consultations and specialized trainings, as needed; oversees the development and implementation of HIV prevention and testing work-plans by all CDC DGHT implementing partners; maintains collaboration with CDC DGHT Headquarters and advises staff on scientific and program implementation on innovative HIV prevention and testing activities; reviews HIV prevention and testing sections of all required Cooperative Agreement documents, including continuation applications, notice of funding opportunity development, technical reviews, work plans, and Expenditure Analysis; engages with counterparts of assigned technical area at USAID, CDC headquarters, the Pan-American Health Organization (PAHO), and other organizations as necessary; stays up to date on latest World Health Organization (WHO), PEPFAR, and CDC guidance on HIV prevention and testing; serves as main scientific reviewer for technical revision of protocols and publications related to HIV prevention, testing, and key populations.

Program Strategy & Health Diplomacy Advisor

30%

The incumbent provides expert counsel to CDC leadership and technical teams in the design and implementation of the agency's strategic planning and health diplomacy portfolio, in accordance with CDC goals. In carrying out this responsibility, the incumbent manages high-level political relationships to ensure effective coordination with critical stakeholders, including: (a) the PEPFAR interagency team, actively contributing to the development of the Regional Operational Plan (ROP), participating in politically sensitive negotiations related to program design and strategic planning, distribution of funding and geographic footprint between agencies, and representing CDC in the strategic information interagency team tasked with leading the annual PEPFAR Oversight and Accountability Response Team (POART) performance review sessions with the Office of the Global AIDS Coordinator (OGAC); (b) managing relationships and facilitating the introduction of novel strategies into the region with key stakeholders, including Ministries of Health and international cooperation agencies, including UNAIDS and the Global Fund Against HIV,

Tuberculosis, and Malaria; and (c) briefing senior CDC leadership as appropriate on the results of these engagements, preparing summary reports as necessary.

The incumbent serves as the primary point of contact in CDC/Brazil for all CDC programmatic activities. In carrying out this responsibility, the incumbent conducts all CDC business in a professional manner, utilizing the utmost tact and diplomacy and following a one-CDC approach; builds and maintains close collaborations with key counterparts at the highest levels with Brazil's Ministry of Health, the U.S. Embassy, and with key international agencies/organizations such as PAHO, USAID, and the Global Fund; advises and participates in epidemic and emergency responses in Brazil, including dengue, COVID-19, and natural disasters, as needed; regularly briefs the Embassy community on public health priorities and the CDC portfolio in Brazil, including the Front Office, the Science, Technology and Health (STH), the Regional Security Manager, USAID, and the Health Unit; serves as the main CDC point of contact for communications, including ROP dissemination, data requests, and high-level meetings; collaborates in organization of country specific, interagency PEPFAR events like ROP dissemination, Sustainability Index Dashboard sessions, and Global Fund harmonization meetings; stays up to date on the status of HIV country-specific issues including policy, compliance with PEPFAR minimum requirements, National AIDS Spending Assessment, progress towards 95-95-95 targets, and other priority country health indicators; and maintains a comprehensive understanding of the HIV and health landscape of Brazil, including a general understanding of main activities by other public health agencies.

Supervisor of CDC Brazil staff _____ 20%

The incumbent supervises CDC/DGHT Brazil staff. The incumbent plans, assigns, and evaluates work of subordinate staff, providing the full range of supervisory responsibilities to include employee selection, performance evaluation, workforce development, and discipline. In carrying out this responsibility, the incumbent provides leadership, guidance and technical expertise in the performance of their duties, including providing training oversight (development, delivery, continuing education, etc.) for Ministry of Health personnel, Pls from DGHT funded projects, and international trainees in CDC supported Field Epidemiology Training Program (FETP). Training disciplines include: project management, protection of human subjects, project reporting responsibilities, and the clinical and epidemiological science for Brazil.

Note: "This position description in no way states or implies that these are the only duties to be performed by incumbent. Incumbent will be required to perform other duties as assigned by the agency."